

Best Practices Subcommittee
June 19, 2003
10am – 12pm
Attorney General's Conference Room

Attendees:

➤ Wilbur Rehmann – MCJISP DOJ	➤ Kim Randall, DOJ – CJIS
➤ Diane Anderson – Glacier County Dist. Court	➤ Mike Raczkowski – DOC
➤ Stacye Dorrington – DOJ – CJIS	➤ Janet Jessup – Northrop Grumman
➤ Andrea Lower – Gallatin County	

Opening Remarks

Wilbur Rehmann handed out copies of the minutes and the recommendations approved at the last meeting. He also passed out an outline prepared by he and Janet Jessup after the last meeting that covers the subcommittees' work products, recommendations, and minutes. The outline represents a "virtual report" that would appear on the MCJISP web site. He indicated that he would like to discuss this proposed outline and the JIEM software at the meeting today.

Review of Recommendations

The group began by reviewing the recommendations. Wilbur said that he believes the third recommendation related to electronic dispositions and a web-based manual is too limited because it only mentions booking units as the target group for the manual. He suggested that that the recommendation should reflect a wider group of affected agencies. Stacye Dorrington suggested that the manual become a separate recommendation from the electronic disposition recommendation. She also said that MTDOJ is updating their Criminal History Records Manual, and she mentioned that the CJIN Users Guide is currently on-line. Mike Raczkowski said that MDOC plans to make manuals available on SummitNet as well as other programs, with security and legal concerns limiting what will be available and how the information will be accessed.

Mike also said that MDOC is moving forward with the review of the O-Track system and that, if implemented, some features would be available to criminal justice agencies via secure SummitNet connections. IBM will be doing live demonstrations of the system in July in Helena, Billings, and Missoula. No additional license fees have to be paid to make these kinds of functions widely available. There may be some booking features that may be of interest to smaller booking units. Probation and Parole information is also available. A decision will be made on September whether to go forward with O-Track.

Stacye said that they are looking at what information should be available to users in what kind of format, and whether it should be in one place.

The group decided that the recommendation should be a separate one and should be revised to recommend that MTDOJ provide a web-based operations manual for booking units, court clerks and county attorneys.

Wilbur brought up the recommendation related to a detention log, and he wondered if this was still needed if that function may be provided by the O-Track system. Mike suggested that the recommendation should stay since the booking information is not a “sure thing” at this point.

Mike also requested that all references to DOC be changed to MDOC to avoid confusion with the Department of Commerce.

Creation of a Virtual Report

Wilbur then asked the group to look at the virtual report outline. He indicated that this would help reorganize some of the material on the MCJISP web page so that the subject matter could be found more easily. He discussed the inclusion of the standards that were adopted by the Standards Subcommittee yesterday, including the national justice data dictionary JXDD. As a result of the group’s discussion, the Recommendations section of the draft outline was moved to a subsection under each appropriate subcommittee.

Diane Anderson mentioned that the Supreme Court is looking at a Citrix server to assist with a web-based case management system rather than VPN. VPN has had problems in Glacier County, particularly in the area of encryption. Discussion continued on how this may assist in moving data from location to location.

Use of the JIEM Tool

The group talked generally about the potential use of the JIEM tool. Wilbur said that the tool helps provide the details on who needs what data when, and where the data comes from. It can verify the work that the subcommittee has already done and can form the basis of the Best Practices Manual. SEARCH staff can come to Montana and do a demonstration to show the subcommittee how the tool works. Larry Webster will be attending the integration conference in September, and Wilbur suggested that the group might be able to meet with him at that time to discuss this further. Wilbur will check with SEARCH to find out if this is possible. The demonstration could be done before the group commits to use the tool. Janet offered to run reports on the data that is already in the tool; she suggested that the subcommittee members just send her an e-mail requesting a particular report (her new e-mail address is janet.jessup@ngc.com).

Wilbur discussed the integration conference in September, mentioning several agenda items and speakers. He will stay in touch with the Subcommittee members and said he hopes see most of the members at the September conference. No meeting was set for the interim.